



DEPARTMENT OF THE NAVY

OFFICE OF THE SECRETARY
WASHINGTON, D.C. 20350-1000

SECNAVINST 5450.4E
OP-09B22
10 January 1992

SECNAV INSTRUCTION 5450.4E

From: Secretary of the Navy

Subj: ESTABLISHMENT AND DISESTABLISHMENT OF SHORE (FIELD)
ACTIVITIES OF THE DEPARTMENT OF THE NAVY

1. **Purpose.** To prescribe the policy, authority, and responsibility for the establishment and disestablishment of shore (field) activities of the Department of the Navy.

2. **Cancellation.** SECNAV Instruction 5450.4D.

3. **Policy.** The number of shore (field) activities shall be kept at an efficient and economical level commensurate with the objectives of the Department of the Navy and particularly the needs of the operating forces. Shore (field) activities shall be established only when determined to be essential and disestablished when circumstances dictate. Effective and accurate accountability and responsibility for real property shall be maintained and an individual shore (field) activity disestablished only after final disposition of assigned real property has been consummated. Additionally, the establishment or disestablishment of shore (field) activities shall be considered sensitive actions which require careful processing at all stages to assure appropriate informational releases and prevent premature releases.

4. **Authority and Responsibility.** The authority and responsibility outlined below shall be exercised under statutory law and pertinent directives:

a. The Secretary of the Navy will approve the establishment, including the mission, and the disestablishment of shore (field) activities of the Department of the Navy. He will assign command or supervision, as appropriate, to the Chief of Naval Operations, the Commandant of the Marine Corps, the Comptroller of the Navy, the Judge Advocate General, the Chief of Naval Research and such other offices and officials as required. These officials are authorized to delegate the command or supervision as they deem appropriate. They shall ensure that the functions necessary for



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accomplishing the mission of each shore (field) activity under their command or supervision are issued and that a copy of the issuing document is forwarded to the Chief of Naval Operations.

b. The Chief of Naval Operations shall:

(1) Review recommendations for the establishment and disestablishment of shore (field) activities under his command to assure conformity with current policies and procedures.

(2) Submit proposed establishment and disestablishment actions and significant changes to assigned missions to the Secretary of the Navy for approval, and issue approved actions.

(3) Issue subsequent modifications, as appropriate, to establishment and disestablishment directives and mission statements.

(4) Issue the authoritative official list, including echelon of command or supervision, of all shore (field) activities of the Department of the Navy.

(A) (5) Issue appropriate instructions, guidance, and information as required to implement the foregoing. Amplifying information such as proposed organization charts, joint operating agreements/memorandums of understanding for cooperative financial, administrative, or operational arrangements; and statements identifying staffing impact shall be required as enclosures with all establishment action requests.

c. The Commandant of the Marine Corps shall:

(1) Review recommendations for the establishment and disestablishment of shore (field) activities under his command to assure conformity with current policies and procedures.

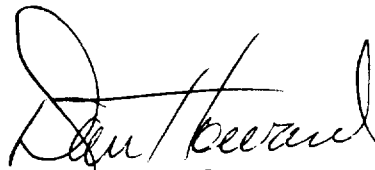
(2) Submit proposed establishment and disestablishment actions and significant changes to assigned missions to the Secretary of the Navy for approval, and issue approved actions. A copy of the issuing document will be forwarded to the Chief of Naval Operations.

(3) Issue subsequent modifications, as appropriate, to establishment and disestablishment directives and missions statement, with copies to the Chief of Naval Operations.

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10 JAN 1992

(4) Issue appropriate instructions, guidance, and information as required to implement the foregoing. Amplifying information such as proposed organization charts, joint operating agreements/memorandums of understanding for cooperative financial, administrative, or operational arrangements; and statements identifying staffing impact shall be required as enclosures with all establishment action requests. A)

5. Action. Addressees shall take appropriate action to assure compliance with the provisions of this instruction.



Dan Howard
Under Secretary of the Navy

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